

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **January 14, 2003**

AGENDA ITEM NO.: **14**

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Increase in the Number of Authorized Positions in the Police Department**

RECOMMENDATION: Authorize an increase of four (4) sworn officer positions in the Lynchburg Police Department to cover responsibilities for security at the Lynchburg Regional Airport. Authorize the creation of a part-time Fleet Manager position to allow a sworn officer position to be returned to field operations. Appropriate the funds necessary for the remainder of the fiscal year.

SUMMARY: For over a year the Lynchburg Police Department has been providing security at the Lynchburg Regional Airport with the costs reimbursed from the federal government. This service has reduced the patrol force in field operations. It is becoming increasingly clear that the Transportation Safety Administration does not intend to place federal security personnel in smaller commercial airports and will instead continue to reimburse localities for security services provided by local officers. Accordingly, it is considered prudent to utilize the reimbursement to restore the field positions lost to the provision of security at the airport. Council is asked to increase the authorized force by four (4) officers.

Council is also asked to authorize a wage position (part time) to serve as LPD Fleet Manager. This position was previously held by a sworn officer who has retired. Creating a part time position will allow the sworn officer position to be returned to field operations. The role of and need for the position has been discussed with Fleet Services which concurs with this request.

Finally, although no Council action is required on this matter, I have authorized the Police Chief to fill the positions of the three officers who are on extended military leave. Filling the positions will help to restore the department to full staffing. It is our intention to provide employment to the officers when they return from military duty and to either return to the authorized staffing level through attrition or to seek an amendment from Council

PRIOR ACTION(S): None

FISCAL IMPACT: The annual cost of the four new positions is \$170,290. The cost for the remainder of the fiscal year is \$78,000. These costs will be reimbursed by the Transportation Safety Administration.

The cost of the Fleet Manager wage position for the remainder of the fiscal year will be \$13,000. Funding is requested from the Reserve for Contingencies.

CONTACT(S): Kimball Payne, Col. Bennett

ATTACHMENT(S): Fleet Manager job description

REVIEWED BY: lkp

BE IT RESOLVED That \$78,000 is appropriated to the City/Federal/State Aid Projects Fund, with resources in the amount of \$78,000 to be received as reimbursement from the Transportation Safety Administration, for the purpose of hiring four additional officers in the Lynchburg Police Department to provide security at the Lynchburg Regional Airport.

BE IT FURTHER RESOLVED That the authorized number of sworn officers in the Lynchburg Police Department is increased by four (4) to 164, and the creation of a wage position as Fleet Manager is also authorized.

BE IT FURTHER RESOLVED That \$13,000 is appropriated from the General Fund Reserve for Contingencies to fund the position of Fleet Manager for the remainder of Fiscal Year 2003.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

015L

PM-5 CITY OF LYNCHBURG  
DEPARTMENT OF PERSONNEL AND EMPLOYEE DEVELOPMENT  
POSITION DESCRIPTION

**RECEIVED**

**JAN 06 2003**

**COUNCIL MANAGER  
OFFICES**

Position Number

<b>DEPARTMENT</b>	<b>DIVISION</b>
Lynchburg Police Department	Investigations & Administration Bureau
<b>POSITION</b>	<b>DATE</b>
Part Time Civilian Vehicle Fleet Manager	Revised effective 1/1/03

**GENERAL DEFINITION OF WORK**

**Serves as Vehicle Fleet Manager in the coordination, transportation, repair, and maintenance of police vehicles.**

**Reports to the Administrative Division Captain.**

**SPECIFIC DUTIES AND RESPONSIBILITIES**  
**ESSENTIAL JOB FUNCTIONS**

**Obtain vehicle work orders from Police Department for handling**

**Coordinate transport of vehicles to the City Shop or outside vendors for repair or replacement of parts**

**Coordinate work to be completed on new vehicles upon arrival either at the City Shop or outside vendor**

**Record police department in-house monthly mileage report for review by the Chief of Police**

**Coordinate biannual radar calibrations for police vehicles**

**Coordinate installation of mobile digital computers and mobile vision cameras in police vehicles**

**Maintain office and stored vehicles (both departmental and confiscated) located in the City Shop complex (Building 4)**

**Assist City Fleet Services in coordinating vehicle warranty repair**

**Coordinate police vehicle radio repair and installation**

**Coordinate weekly police vehicle inspections**

**Maintain police vehicle related equipment and/or supplies**

**Prepares and provides vehicle replacement recommendations for review by the Chief of Police**

**Assists the City Risk Management and Safety Coordinator in insurance collections due to police vehicle accidents.**

**Coordinates the replacement of city decals and markings for new vehicles**

**Performs other related duties as may be assigned.**

cc: Mr. Payne 1-2-03 vzw

## **MINIMUM TRAINING AND EXPERIENCE**

**Any combination of education and experience equivalent to graduation from high school supplemented by technical courses related to the area assigned and extensive experience in police work including some specialized experience in the area assigned.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

**Thorough knowledge of the practices and methods of police operations and administration related to the area assigned; thorough knowledge of the rules and regulations of the Department; ability to establish effective working relationships with others; ability to communicate effectively orally and in writing; ability to research and prepare reports and presentations; ability to deal with the public courteously; possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia**